

## **LABORATORY SUPERVISOR**

**JOB TITLE:** Laboratory Supervisor

**GRADE:** 19

**JOB CODE:** 2701

**DATE:** 11/8/95

**GENERAL FUNCTION:** Plans, manages and supervises the activities of a centralized laboratory and performs standard biological, microbiological and chemical tests in all areas of medical laboratory to assure their delivery in an accurate and timely fashion using proper safety precautions.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Performs chemical, microscopic and bacteriologic tests to provide data for use in treatment and diagnosis of disease.

Receives specimens from lab or obtains specimens directly from patient and makes quantitative and qualitative chemical analyses.

Cultivates, isolates and identifies pathogenic bacteria, parasites and other micro-organisms.

Prepares stains, reagents, media and solutions necessary for the performance of all laboratory tests.

Performs microscopic and cultural examinations on milk, water, food, feces, nose and throat, and blood specimens for bacteriological studies.

Performs approved serological tests.

Tests new and improved laboratory methods and procedures. Prepares laboratory notes, charts and graphs and writes up results of examinations. Keeps accurate daily records. Performs related duties as requested.

Trains or supervises training of other lab staff.

Participates in planning services for other divisions within the facility.

Evaluates quality control and quality assurance statistics and modifies manuals as needed.

Develops a budget for the laboratory and maintains control of lab costs.

Enforces safety procedures and consults with other supervisors about these issues.

Consults with state lab staff about local problems and interaction.

**JOB TITLE:** Laboratory Supervisor (Continued)

**JOB CODE:** 2701

Plans work load distribution and makes schedules.

Supervises purchase of supplies and maintains equipment inventory.

Evaluates staff performance.

**SUPERVISION RECEIVED:** General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

**SUPERVISION EXERCISED:** Responsible for direct supervision of Medical Technologist, Laboratory Technician and/or clinical assistants.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of the basic principles and laboratory applications of biology, microbiology and chemistry.

Some ability to apply knowledge of information sources in biology, microbiology, chemistry and scientific methodology.

Some knowledge of current laboratory facilities, methods, equipment, materials and ability to perform standardized biological, chemical, and microbiological examinations independently.

Make and record scientific observations accurately, prepare and present scientific records and reports and observe safety precautions and precautions.

Knowledge of use of computers for laboratories.

Knowledge of public health laboratory laws and regulations; sanitary bacteriology regulations.

Ability to carry out and consult with other departmental staff and the public on this issue.

Ability to deal with staff and the public in a positive and successful manner.

**Minimum Training, Education and Experience Requirements:** Bachelors degree in microbiology, medical technology or a comparable area with one of the following: Licensure or certification as a medical technologist, public health microbiologist approved by the American Society of Clinical Pathologists.

**JOB TITLE:** Laboratory Supervisor (Continued)

**JOB CODE:** 2701

Four years experience in an approved laboratory, two of which should have been in a supervisory, consultation or teaching capacity.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **MEDICAL TECHNOLOGIST**

**JOB TITLE:** Medical Technologist

**GRADE:** 16

**JOB CODE:** 2702

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under technical supervision performs a wide range of procedures in all general areas of the medical laboratory including chemistry, serology, parasitology, and microbiology procedure; and does related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Performs chemical, microscopic and bacteriologic tests to provide data for use in treatment and diagnosis of disease.

Receives specimens from laboratory or obtains specimens directly from patients and makes quantitative and qualitative chemical analyses.

Cultivates, isolates and identifies pathogenic bacteria, parasites and other micro-organisms.

Prepares stains, reagents, media and solutions necessary for the performance of all laboratory tests.

Performs approved serological tests.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** No supervisory responsibility. However, incumbent would coordinate activities with other professional staff.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Knowledge of equipment and supplies used in a medical or public health laboratory.

Knowledge of laboratory methods and techniques.

Ability to give information and directions clearly and concisely.

Ability to carry out public health laboratory techniques.

**JOB TITLE:** Medical Technologist (Continued)

**JOB CODE:** 2702

**Minimum Training, Education and Experience Requirements:** Baccalaureate degree program in an accredited institution, including 16 semester hours each of biological science (with one course in microbiology) and chemistry, one semester (one quarter) of mathematics plus a 12-month structured AMA approved Medical Technology program; or baccalaureate degree from an accredited institution, with above science course requirements plus one year of full-time experience within the five years immediately prior to application.

One year of experience in medical technology in a laboratory.

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## **LABORATORY TECHNICIAN**

**JOB TITLE:** Laboratory Technician

**GRADE:** 12

**JOB CODE:** 2703

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under technical supervision performs laboratory procedures requiring technical skills and independent judgment in chemistry, hematology, and microbiology.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Performs tests in medical laboratories for use in treatment and diagnosis of diseases.

Participates in general laboratory techniques such as staining of micro-organisms, transferring cultures, preparing chemicals, and preparing specimens for examination.

Collects blood specimens, groups and types blood.

Analyzes blood and body fluids for chemical components.

Makes microscopic examinations of urine, blood, blood fluids, and water.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** No supervisory responsibility required.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Knowledge of the elementary principles of bacteriology and chemistry.

Knowledge of basic clinical laboratory skills.

Ability to operate the autoclave and other laboratory equipment.

Ability to work with people.

**JOB TITLE:** Laboratory Technician (Continued)

**JOB CODE:** 2703

**Minimum Training, Education and Experience Requirements:** Associate degree from a Medical Laboratory Technician program approved by the AMA, including courses in chemistry and biology; or associate degree of at least 60 semester hours from an accredited institution, including chemistry and biology, plus 12-month structured curriculum in medical laboratory techniques (which may have been part of collegiate course); or associate degree or equivalent from an accredited institution, including courses in chemistry and biology plus graduation from a military medical laboratory training program of not less than 12 months duration.

Experience up to 3 months helpful but not required.

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## **LABORATORY ASSISTANT**

**JOB TITLE:** Laboratory Assistant

**GRADE:** 9

**JOB CODE:** 2704

**DATE:** 03/13/96

**GENERAL FUNCTION:** Under the direction of the Director of the agency or appropriate professional staff perform waived and moderately complex laboratory procedures in accordance with standards established in the Clinical Laboratory Improvement Amendments (CLIA) and/or agency protocol.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Performs routine laboratory procedures (chemical, bacteriological, immunological, etc.) according to agency standards and protocol(s).

Operates laboratory instruments and equipment including autoclave, microscope, scales, centrifuge, incubator, and water bath.

Collects as appropriate, specimens, or receives, checks, and records information regarding laboratory specimens.

Keeps records of tests performed, records results in patient charts, and assists in maintaining reports.

Conducts and documents appropriate quality control and assurance procedures for monitoring and evaluating the quality of the testing process of each method.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** None

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Knowledge of principles of bacteriology and chemistry.

Knowledge of specimen collection.

Ability to read and comprehend packaged instructions.

Ability to follow laboratory procedure manual(s).



**JOB TITLE:** Laboratory Assistant (Continued)

**JOB CODE:** 2704

Knowledge of the principles of laboratory quality control and assurance.

**Minimum Training, Education and Experience Requirements:** High school graduate or equivalent. Certified by the National Certification Agency for Medical Laboratory Personnel.

OR

High school graduate or equivalent and two (2) years of clinical laboratory testing experience.

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